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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

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St. Louis, Missouri 63101  
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July 8, 2008

Joe Thele, Program Manager  
Neighborhood Stabilization Team  
1200 Market Street, City Hall, Room 418  
St. Louis, MO 63103

RE: Payroll Distribution of the Neighborhood Stabilization Team (Project #2008-1)

Dear Mr. Thele:

We have conducted a payroll distribution of the Neighborhood Stabilization Team (Dept. #622) for the pay period ending July 21, 2007. The objectives of this review were to determine if:

- Eligible City employees received wages.
- Wages were adequately safeguarded.
- Employees were only paid for actual hours worked.
- Accrual and use of paid leave were accurate.

Our fieldwork was completed on July 23, 2007. During the observation, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

If you have any questions, please contact me at (314) 622-4723.

Respectfully,

Mohammad H. Adil  
Internal Audit Manager

cc: John Zakibe, Deputy Comptroller  
Ronald Smith, City Operations Manager, Office of the Mayor